

LETTER OF INTENT – SAMPLE
Block Style Format

123 Any St.
Anytown, SD 57000
May 6, 2006

(Your mailing address)

(Quadruple Space - return 4 times after the date
Leaving 3 blank line spaces)

Steering Committee for Senior Capstone Experience
School Address
Schooltown, SD 57000

(Double Space – leaves 1 blank line)

Dear Members of the Steering Committee:

The first paragraph of your letter should contain the general area of interest and your background, if any in the area. (DS)

In the second paragraph, you will describe the specific topic of your research paper and any sources in which you might have access. You also need to provide your proposed mentor's name, title/position, place of business, address, and phone number. Remember to narrow the topic for your research paper. (DS)

The third paragraph of the letter should describe the proposed product/process idea and explain the connection between the paper and the product/process. Describe how the research and the product/process relate and support one another. (DS)

In the fourth paragraph, you will declare your understanding of plagiarism and its consequences. (DS)

Sincerely, (QS)

Your Typed First and Last Name